

EXTRA COPY

DD/S

DE / S / T R Y
FILE *OM*

27 MAY 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : The Director's State of the Agency Message

REFERENCE : Multiple Adse Memo dtd 18 May 70 fr Ex. Dir.-
Compt., same subj

1. This memorandum is for your information and consideration.
2. I believe that the 500 places should be divided in proportion to personnel on duty in the Washington area. According to our information, this would work out as follows:

<u>Component</u>	<u>% of Hqs On Duty</u>	<u>Auditorium Position Allotment</u>
O/DCI	5	25
DD/I	30	150
DD/P	30	150
DD/S&T	10	50
DD/S	<u>25</u>	<u>125</u>
Totals	100	500

*will have
to take
25 out of*

I suggest that you and the Deputies determine the suballocation within the above totals. I also suggest that the places be limited to professional or semi-professional employees in grades GS-07 to GS-15. Further, I believe that the Director's remarks should be put on tape and film for use with additional employees as well as being reproduced for dissemination to remote areas.

down, turning and
declassified

SECRET

3. The M.A.G. paper itself contains an outline of most of the items I believe the Director should cover. I have attached in somewhat expanded form a paper setting down the type of thing the Director might say. I have noted a number of places where examples could or should be employed — that others are better able to suggest than I am.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att

Suggested Remarks by the Director

ADD/S:JWC/ms (27 May 70)

Distribution:

- Orig - Adse, w/Att } *BY HAND -*
1 - ER, w/Att } *MAQ*
1 - DD/S Chrono, w/o Att
1 - DD/S Subject, w/Att & Ref (DD/S 70-2024) ✓

SECRET